

### Terms of Reference of Field Trainer

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| <b>Name of the Organization</b>   | Sana Kisan Bikas Laghubitta Bittiyasanstha Ltd (SKBBL)                       |
| <b>Program</b>  | Capacity Development of the Cooperatives under Samriddhi, RERP, Project Area |
| <b>Position</b>   | Field Trainer  |
| <b>Tenure of Employment</b>   | Project Period of Samriddhi, GoN, (RERP)                                     |
| <p>The Field Trainer (FT) will be responsible providing trainings and capacity building of the cooperatives selected by the project in the assigned districts. The FT will undertake the following task:</p> <ul style="list-style-type: none"><li>• Participate in the ToTs and provide inputs in improving training manuals</li><li>• Conduct institutional assessment and baseline data of the cooperatives</li><li>• Conduct trainings to selected partner cooperatives of the project</li><li>• Prepare training report recommending suggestions for improving training manuals</li><li>• Monitor of uses of knowledge and skill learned by the cooperatives</li><li>• Assist cooperative if they face difficulty applying new knowledge</li><li>• Monitor the progress of cooperatives in the areas of membership expansion, increment of savings, share, and outstanding loan, improvement of loan quality</li><li>• Prepare the report comparing progress of cooperatives after training interventions</li><li>• Perform any other task requested by SKBBL, TS &amp; MCS to achieve the project targets.</li></ul> <p><b>Progress reporting</b></p> <ul style="list-style-type: none"><li>- Institutional assessment report</li><li>- Weekly verbal reporting to TS, and CMS and Monthly written reporting to Training Specialist.</li><li>- Monthly written reporting on improvement status of KPIs of cooperatives including portfolio report</li><li>- Quarterly progress reporting to RERP/IFAD</li><li>- Final progress reporting of the project.</li></ul> <p><b>Deliverables</b></p> <ul style="list-style-type: none"><li>- Institutional assessment report of assigned cooperatives</li><li>- Monthly written reporting on training provided and improvement status of KPI of cooperatives</li><li>- Quarterly and final reporting</li></ul> |  |